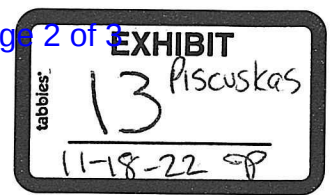


# EXHIBIT 10



**From:** Betty Gonzalez  
**Sent:** Tuesday, August 2, 2016 11:06 PM  
**To:** Ed Parker; Spencer Leaf  
**Cc:** David Piscuskas  
**Subject:** FW: Beryslon Contract Terms

We never did meet to review the Beryslon contract.  
 And I now have the final signed copy.  
 But I still want to make sure that we are all on the same page with the terms.

I know we have been performing surveying services – and these are included in the contract as a reimbursable expense. (Article 5.4)  
 But we also have an additional service for services related to drawing and documenting existing conditions, which I believe is what we have done. Notwithstanding, these services need to be approved in writing.  
 Do we have John or Amy's authorization?

(FYI – all addserv need prior authorization, in writing)

Also, if we have brought on board any consultants, I need to negotiate a C401 contract with each. Please provide list of firms and location of signed proposals.

BETTY GONZALEZ  
 BUSINESS DIRECTOR

1100 ARCHITECT  
 475 TENTH AVENUE NEW YORK NY 10018  
 T 212 645 1011 • F 212 645 4670

[WWW.1100ARCHITECT.COM](http://WWW.1100ARCHITECT.COM)

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**From:** Betty Gonzalez  
**Sent:** Tuesday, June 21, 2016 10:50 AM  
**To:** Spencer Leaf <sleaf@1100architect.com>  
**Cc:** David Piscuskas <dp@1100architect.com>; Ed Parker <eparker@1100architect.com>  
**Subject:** Beryslon Contract Terms

Spencer,

Now that we have the final terms of the Beryslon contract, we need to discuss a few details:

Contract has no reference to Pre-Design services – therefore we should review which hours to assign to SD.

Services that are basic services (usually AddServ):

- Programming
- Site Evaluation and Planning
- One Value Analysis
- Coordination of Consultants (excluding Landscape and ID)

Additional Services include:

- Coordination of Landscape Consultant and Interior Designer
- Renderings
- Services related to drawing and documenting existing conditions
- Regulatory Approvals over 50 hours (50 hours in basic services)

With regard to entering time, I think we should be wary of scope creep and thus maintain very detailed time entries:

All team members to understand the above designation of basic vs additional services;

Each task in one entry – no entering multiple tasks as a group entry

PM to review time entries weekly to assure adherence;

PM to inform team of any additional phases/codes created for new additional services.

I would like to plan our first invoice – when can we meet? Tomorrow??

This is a large project with demanding clients. Let's make sure our billing details are spot – on.

Thank you,  
Betty

**BETTY GONZALEZ**  
BUSINESS DIRECTOR

**1100 ARCHITECT**  
475 TENTH AVENUE NEW YORK NY 10018  
T 212 645 1011 • F 212 645 4670

[WWW.1100ARCHITECT.COM](http://WWW.1100ARCHITECT.COM)

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